

# 华夏纽约中心学校

HUAXIA NEW YORK CENTRAL CHINESE SCHOOL

## 2015-2016 Registration

### Important Dates

5/31, 6/7, 6/14	In Person Registration at school
6/30	Early Bird Discount Period ends (based on full payment receipt date)
7/1 – 9/6	Regular Registration Period
9/13	<b>First Day of School</b>
9/14 and after	Late Registration (late fee applies for returning families only)
9/27	Parent Club Registration Begins
9/27	Last Day of Class Transfer

### Age Guidelines

Grade placement at HXNYC is comparable to that at students' week day schools in support of students' cognitive, social and emotional development. Copy of birth certificate is required for all Pre-K and Kindergarten students and for all new students under age of 6. Students will be assigned to grades 1- 9 based on age and current Chinese language ability.

Pre-K 3s/4s	Born on or before 12/31/2012
Kindergarten (K)	Born on or before 12/31/2010
CSL	Recommended for students who are 6 or older and with no Chinese background. Students who are 6 and under should register for the K or the Pre-K classes
1 <sup>st</sup> Grade	Recommended for students who are 6 or older and who have mastered Pinyin

### Tuition and Fees

- A single non-refundable **Family Account Management Fee** of \$50 applies to every family with at least one registered student.
- Each registered student has to pay a non-refundable **Registration & Facility Fee** of \$70.
- **Book and material fees** are based on the actual book cost to the school and vary among classes.
- For students who enroll in culture class only, both Family Account Management Fee and Registration & Facility Fee still apply.

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## Table of Tuition and Fees

All calculation in the table below is based on enrolling only one child/student.

Class	Tuition (per annum)	Family Account Management Fee (per family)	Registration & Facility Fee (per student)	Book & Material Fee (per student)	Total	With Early Bird Discount
Pre-K	\$575	\$50	\$70	NA	<b>\$695</b>	<b>\$645</b>
Kindergarten	\$575	\$50	\$70	NA	<b>\$695</b>	<b>\$645</b>
MLP Grade 1-9	\$575	\$50	\$70	\$50	<b>\$745</b>	<b>\$695</b>
MZHY Grade 1-9	\$575	\$50	\$70	\$20	<b>\$715</b>	<b>\$665</b>
AP Chinese	\$575	\$50	\$70	\$20	<b>\$715</b>	<b>\$665</b>
CSL Level 1-3	\$625	\$50	\$70	\$50	<b>\$795</b>	<b>\$745</b>
Culture Class (if <u>not</u> enrolled in language class)	\$260	\$50	\$70	Varies	<b>\$380</b>	<b>N/A</b>
Adult CSL Class (per annum)	\$400	\$50	\$70	Varies	<b>\$520</b>	<b>N/A</b>
Parent Club (per semester)	\$150	\$50	\$70	Varies	<b>\$270</b>	<b>N/A</b>
Parent Club (per annum)	\$250	\$50	\$70	Varies	<b>\$370</b>	<b>N/A</b>

- The POD deposit fee is being discontinued this year. All returning families who paid the deposit last year will receive a \$20 credit towards the balance of tuition total for 2015-2016 school year.
- Late fee of \$30 will be charged when full payment is received after the Regular Registration End Date (does not apply to newly enrolled families).
- Bounced check/payment will be charged a penalty of \$35 per check.
- The Registration & Facility Fee applies to each occurrence of registration. For example, if an adult registers and pays for a full-year class, the \$70 will apply once. If an adult chooses to register and pay separately for each of the two semesters, the \$70 will automatically apply twice upon each registration.

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## Discount and Credit

Description	Amount	Notes
Early Bird Discount	\$50	Per student with at least one non-adult student enrolling in a regular language class, and full payment is received <u>before the Early Bird Discount End Date</u> .
New Family Referral Credit	\$25	When a current member family refers a NEW FAMILY who successfully enrolls at our school, both families will each receive a \$25 credit. The credit will be applied to each family's account at the end of semester.

## Payment Method

Payments can be made with personal checks, credit cards, or PayPal. When paying with checks, you should print out the payment sheet from the online registration system, and attach it to your check. Be sure to note students' names, ID numbers (or family ID numbers if available) on your check and on the registration printout sheet.

If paying with a check, make the check payable to: **Huaxia Chinese School New York**. Mail the check to: **Huaxia Chinese School New York, P.O. Box 1236, Scarsdale, NY 10583**. Total payment checks must be post marked within two weeks of the enrollment date. Registration will be considered incomplete if no payment is received within two weeks. The School reserves the right to deny a student's enrollment if the corresponding payment is not made in full and on time.

If a check is returned for any reason (e.g. insufficient funds, stop payment, or closed account), a \$35 processing fee in addition to any penalty amount charged by the bank will be added to your account. If a student with a bounced check/payment decides to withdraw from the school, the \$35 returned check fee plus bank charges will still apply. No student will be allowed to sit in a class without FULL payment received by the School except for new students who may audit a class after receiving written permission from the School Administration.

## Refund Policy \*

Dates	Refund Amount
9/5/2015 and before	100% of Fall tuition will be refunded
9/8/2015-9/12/2015	75% of Fall tuition will be refunded
9/13/2015-9/19/2015	50% of Fall tuition will be refunded
After 9/19/2015	0% of Fall tuition will be refunded
Out of Cycle Registration	Tuition only refunds will follow the above time durations in the fall.

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\*No partial credit will be granted for students registering a class in the middle of a semester.

## **Grade/Class Assignment or Transfer**

During the first 3 weeks of a new school year, an existing student may elect to transfer to a different class. He or she needs to request and obtain a recommendation from the the teacher of the originally enrolled class, a written permission from the teacher of the receiving class, and an approval from the School Administration. The final transfer will also be subject to the availability of the grade/class that he or she elects to transfer to. Once the transfer is approved, the School Administration will issue a Certificate of Transfer and re-assign the student to the grade/class approved. Tuition difference plus any additional book and material fees will be charged or refunded to the student based on the difference between the two classes.

New students (other than students entering into Pre-K or Kindergarten classes) may select a grade that suit them. However, during the first 3 weeks of a new school year, the Dean may assess the new students and provide final approvals for the grade/class assignments based on the students' levels of language proficiency and maturity. The School Administration will re-assign the new students to the appropriate grades/classes based on the Dean's recommendations.

## **Culture/Activity Classes**

Except for Pre-K and Kindergarten students, all language students can select one culture/activity class which is one-hour in length. Most of the culture classes are at no additional charges to paid language students. Students can also register for culture classes only. Culture classes are on "first-come-first-serve" basis. However, students who have registered for a language class will have higher priority in securing a seat in culture classes. Please contact the Vice Principal of Registration in person or via email to [registration@hxnyc.org](mailto:registration@hxnyc.org) for additional information.

Please do select a culture class while you register for a language class which is two hours long. You can always request to transfer to a different culture class before the transfer deadline if the original choice is not suitable.

There is no partial tuition credit for students who elect not to participate in any culture classes.

## **Culture Class Selection and Transfer**

Students, with the exception of Pre-K and Kindergarten, are eligible to participate in the culture/activity classes. They can select one culture/activity class. It is on a "first-come-first-serve" basis.

During the first 3 weeks of the new school year, if a student elects to change his or her current culture class selection, he or she can make a request to the School Administration. However, the final transfer is subject to availability and other restrictions may apply.

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Once the School enters its 4th week of the academic year, no additional transfers will be allowed. If a student cannot find any culture/activity class that he or she is interested in, he or she may choose not to attend any culture/activity class. No student may attend a culture/activity class without prior registration and proper approvals. The school reserves the right to adjust and decide on student class assignments in order to balance the enrollments of classes.

## **Teacher Assignment**

The School Administration reviews and assigns teachers each year. Teacher assignment will be available on the School's website no later than one week before the start of a new school year.

## **Classroom Assignment**

The classroom (building/floor/room) assignment can be found on the School's website no later than one week before the start of a new school year.

## **Photo Usage**

The school reserves the right to photograph students/families participating in the school's academic and/or social activities and post them on the School's website.

## **Parent On Duty (POD)**

All parents MUST participate and take turns to fulfill responsibility of POD which is to ensure the safety and orderly conduct of students enrolled in the School.

## **Acknowledgement and Agreement of 2015-2016 Registration Rules**

I and my family hereby acknowledge and agree that we have received, read, understood, and agreed to the School Rules and Regulations for Registration and operation and for attendance at the School. We agree that all members of the School are subject to such Rules and Regulations in their entirety.

By registering hereunder, each student and family assume the risks of participating in any activity at and/or organized by the School and hereby irrevocably release the School and all its personnel and affiliates including but not limited to agents, officers, directors, employees, successors and assignees from any and all liabilities of any type of nature arising out of his/her participation in activities at and/or organized by the School.